

STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
MAIL OPERATIONS DIVISION



INSTRUCTIONS TO ADD OR DROP A NAME ON THE REGISTRATION OF A CURRENTLY REGISTERED VEHICLE

- A current Connecticut No-Fault Identification Card in the name of the registered owner(s) of the vehicle must be presented before a registration of passenger-type vehicles can be processed. Names of both registered owners must appear on the card unless they are husband and wife with the same last name.
- If the title is held by a lienholder, it must be temporarily released from the lienholder (for transfer purposes only) to process the transaction.

FEES

RECORD TRANSFER	\$12.00
TITLE	\$25.00
EACH LIEN RECORDED	\$10.00

FEES AT RENEWAL

REISSUE	\$70.00
TITLE	\$25.00
EACH LIEN RECORDED	\$10.00

SEE BOX CHECKED BELOW:

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ADD A NAME:

1. The certificate of title issued on the vehicle must be properly assigned over to the new owners (on the back of the title) by the previous owner, and be submitted to the Motor Vehicle Department with your paperwork.
2. If no title has been issued, a form Q-1, *Supplemental Assignment of Ownership and/or Bill of Sale*, must be completed and notarized, noting transfer to the two names.
3. Current registration certificate or copy must be properly assigned to both names as the new owners in the space provided and signed by the previous owner.
4. The enclosed *Application For Registration and Certificate of Title (form H-13)* must be completed and signed in the two names as the new owners. Be sure to indicate type of ownership as AND or OR. It is not permissible to use AND/OR. Two signatures, and two birth dates (block #1) are required. Enter the name and policy number of your insurance company (block #5). The vehicle will not be registered without the insurance information.
5. Please "If Tax Exemption Is Claimed" (block #6 - lower portion of form H-13). Write in the words 'ADDING NAME OF', and enter the name and relationship of person being added.

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DROP A NAME:

1. The certificate of title issued on the vehicle must be properly assigned over to the new owners (on the back of the title) by the previous owner and be submitted to the Department of Motor Vehicles with your paperwork.
2. If no title has been issued, a form Q-1, *Supplemental Assignment of Ownership and/or Bill of Sale*, must be completed noting transfer to the new name.
3. Current registration certificate or copy must be properly assigned to the name of the remaining owner in the space provided and signed by the previous owners.
4. The enclosed *Application For Registration and Certificate of Title (form H-13)* must be completed and signed in the remaining name as the new owner. One signature and one birth date (block #1) is required. Enter the name and the policy number of your insurance company. The vehicle will not be registered without the insurance information.
5. Please complete "If Tax Exemption Is Claimed" (block #6 - lower portion of form H-13). Write in the words 'DROPPING NAME OF', and enter the name and relationship of the person being dropped.
6. If due to a divorce, you must submit a copy of the divorce decree awarding you the vehicle or pay sales tax on half the book value of the vehicle.

SUBMIT THE COMPLETED FORMS TO THE DEPARTMENT OF MOTOR VEHICLES

DMV CONTACT PERSON

TELEPHONE NUMBER OF CONTACT PERSON